For every 1000 pages you access – you are charged 30 cents. When you open a document and don't use the following method then you have accessed all pages for that report. If you then print, copy, etc., you have accessed all those pages for the second time. So the method below will show you how to open the report to one or two pages and then copy or print and only have accessed most of those pages once.
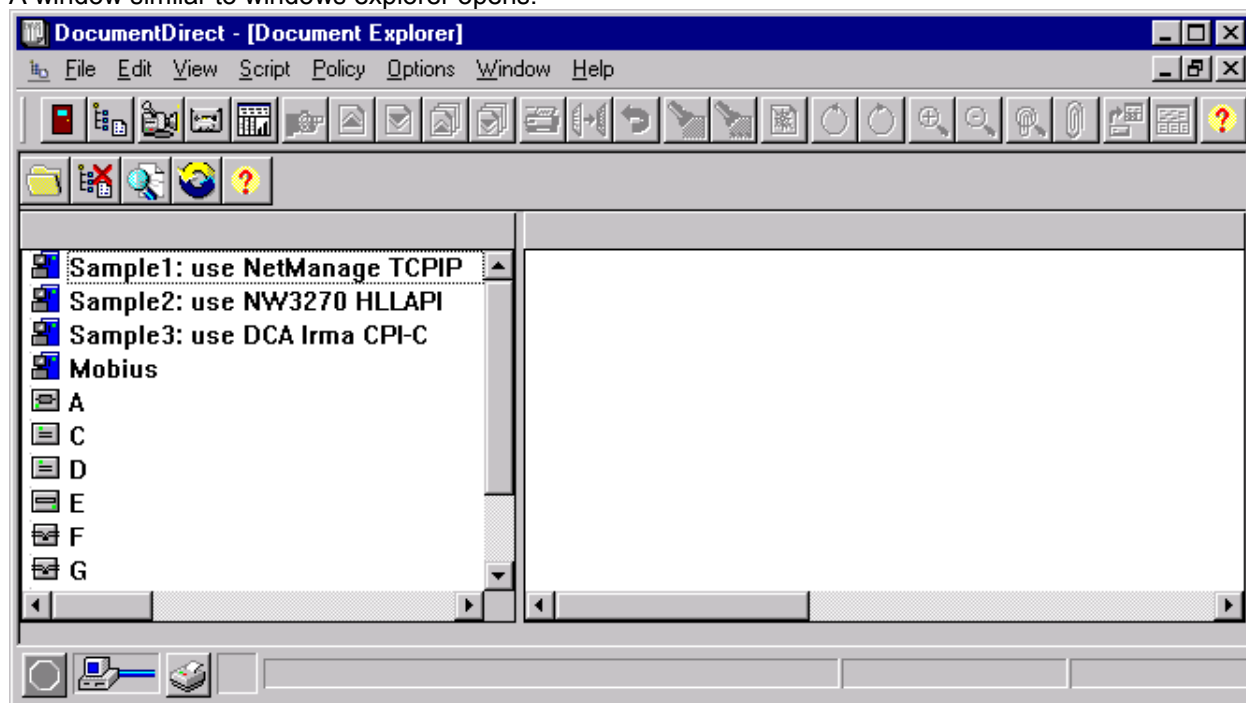
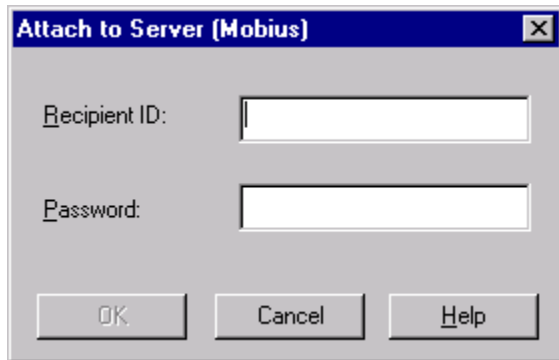Open DocumentDirect software by clicking on the DocumentDirect 2.2 icon.
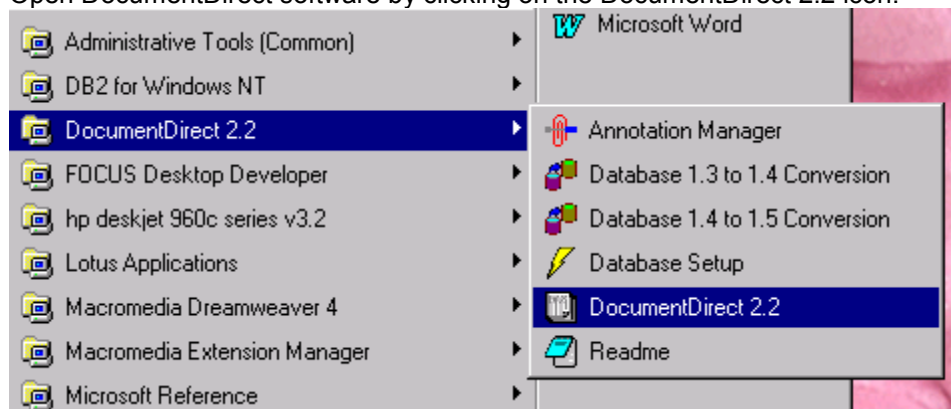
On the picture toolbar - click on the second button - Document Explorer. (The first icon is a door for Exit).
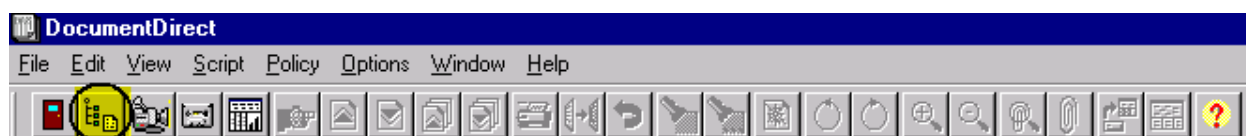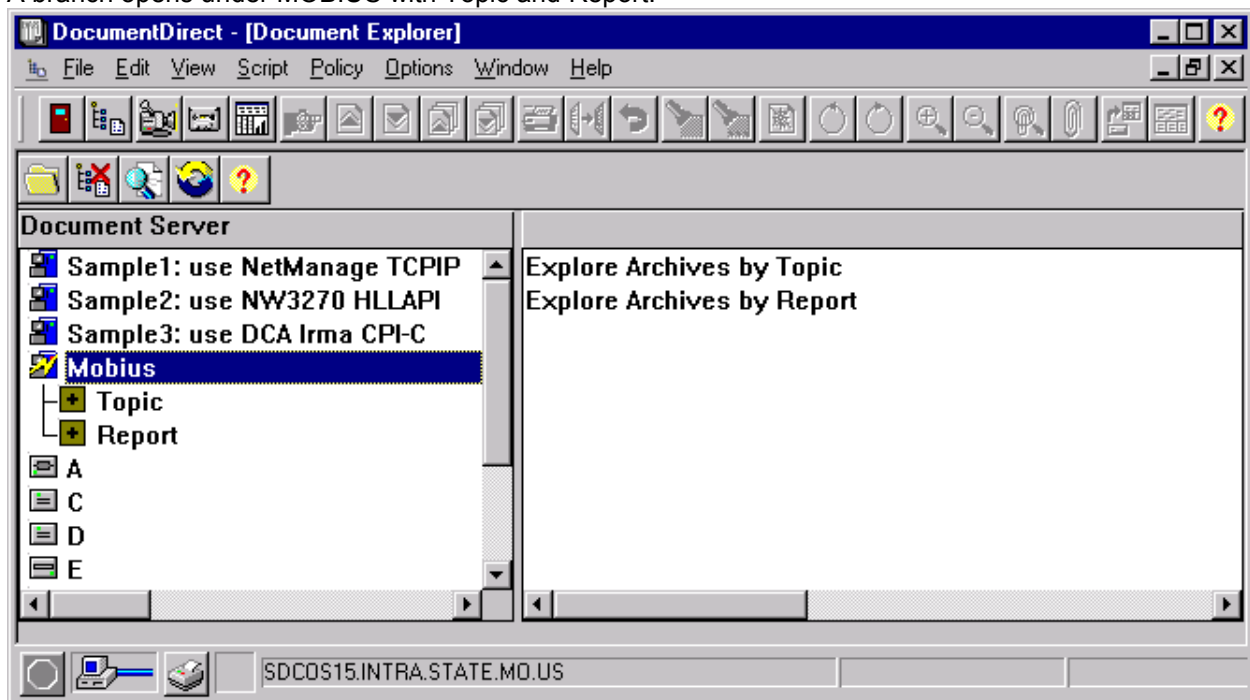

A window similar to windows explorer opens.

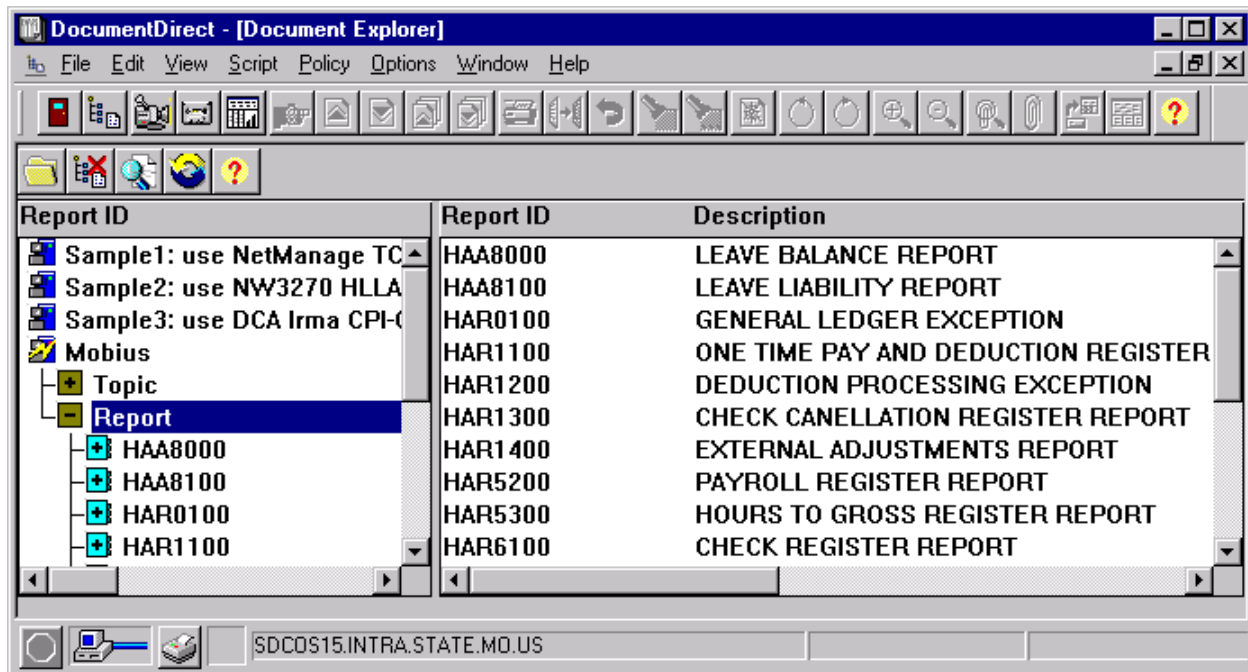Click on the icon in front of MOBIUS - a security window appears.

Attach to Server (Mobius)

Recipient ID:

Password:

OK   Cancel   Help

Type in your Production user id and password. Click OK.

A branch opens under MOBIUS with Topic and Report.

DocumentDirect - [Document Explorer]

File Edit View Script Policy Options Window Help

Document Server

Sample1: use NetManage TCPIP   Explore Archives by Topic
Sample2: use NW3270 HLLAPI   Explore Archives by Report
Sample3: use DCA Irma CPI-C
Mobius
  Topic
  Report
A
C
D
E

SDCOS15.INTRA.STATE.MO.US

Double Click on Report. - a list of reports appears on the right window.

Double Click on the PLUS SIGN in front of the Report that you wish to open. This shows the different monthly reports available. It will show the most currently used report(s) with a gold cylinder. If the report is a gray cube then the report has been archived and will need to be recalled. This only takes a few minutes.
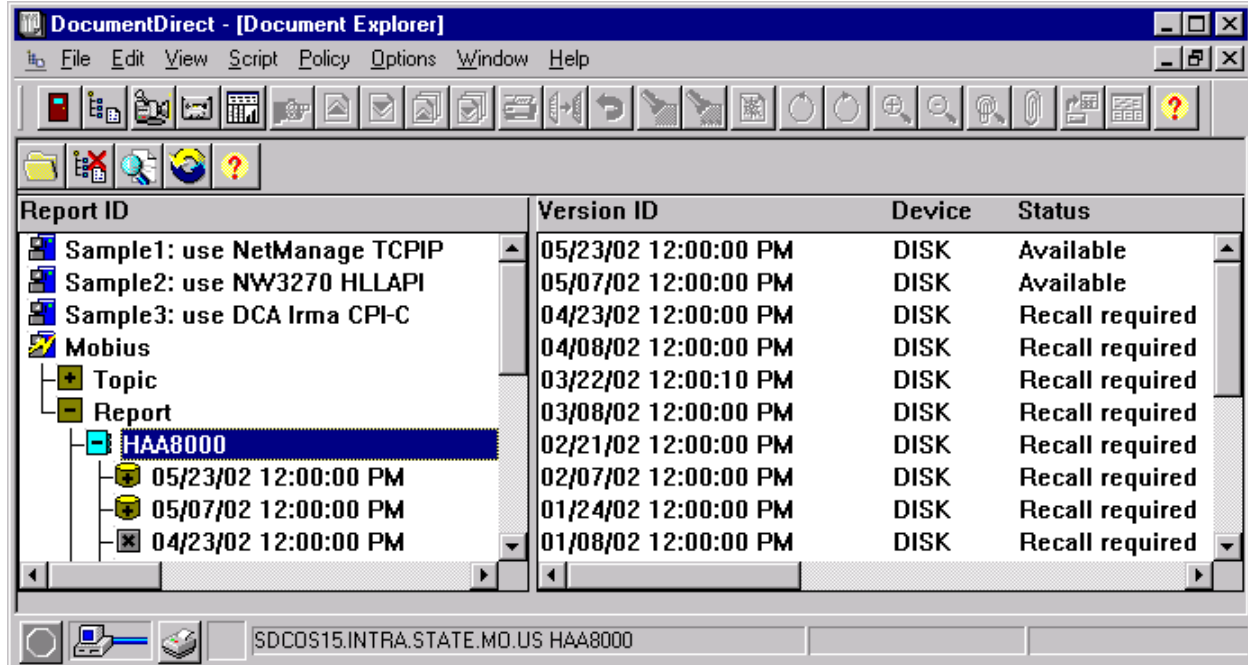
Double Click on the PLUS SIGN (active) or X Sign (archived) in front of the dated report you wish to open. The window on the right now opens up with the different orgs listed and indicates how many pages each section has.
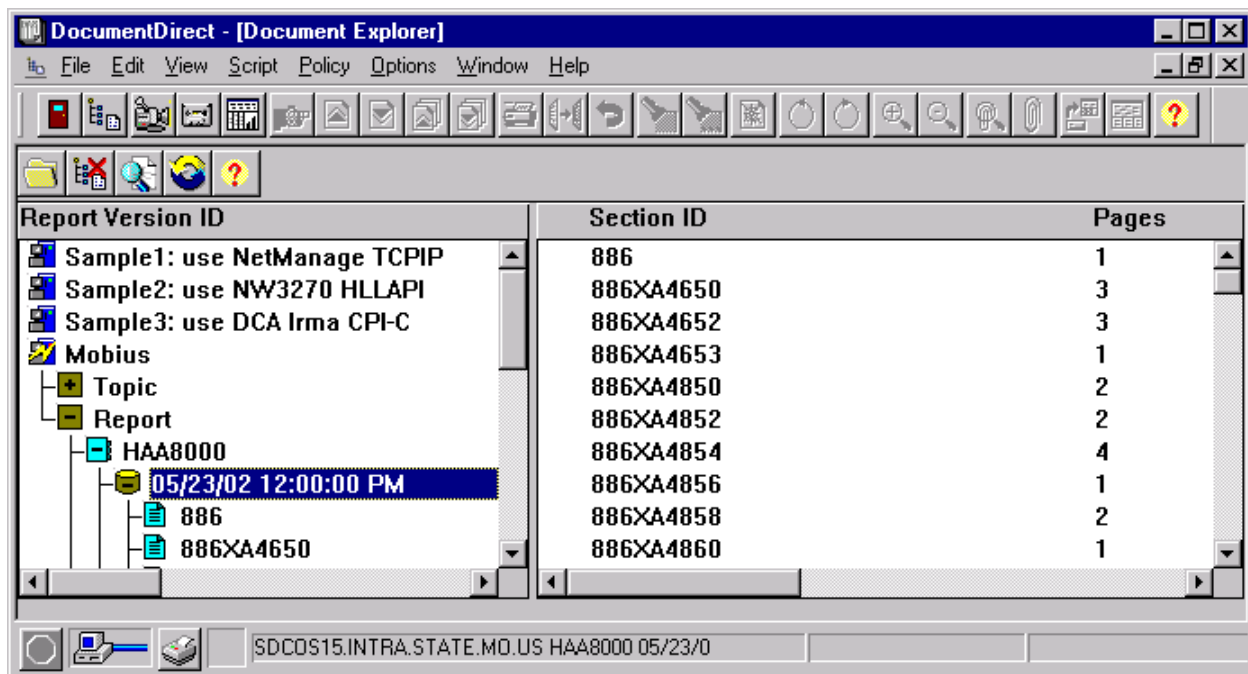
Double Click on the org you wish to open.

If you wish to Print directly from MOBIUS – then you will need to change the Font so that it will fit on one page – usually 07 or 08. Change the printer to print landscape. If you only want to print the current org – click on the printer button on the toolbar. If you wish to print the entire report then Click on File:Print. It will give you a choice of printing all, current section or current page.

I normally copy the report to a word document so that I can utilize the report as many times as I need. I can print it or search it as many times as I need with no additional charges to MOBIUS.

To copy the report – on the toolbar is a Copy to Clipboard button – two pieces of paper with an arrow between them (next to the printer button).

This will copy the entire report to the clipboard. Open a Word document. Press Ctrl-V to paste the information into the word document. To change the format – make sure all of the data is highlighted – Change the File:Page Setup as follows: Change Paper Size to A4, Landscape; Change the margins to : Left .55, Right .56 (change the margins after you have changed the orientation to Landscape); change the font to Courier New and to 07 or 08 (which ever font size will keep the rows from wrapping.

Save your document and now it can be used by several people on your network but you have only been charged 1 time for the report.